

DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Classification: Forestry Specialist

Working Title: Tax Law Administration Specialist

Location: South Tax Law Zone

POSITION SUMMARY: This position serves as a primary point of contact for landowners, officials, local and county governments, the Department of Revenue, foresters, and other customers for tax law issues relating to Managed Forest Law and Forest Crop Law, including withdrawals, transfers, correction of tax law orders, coordination of withdraw tax calculations, use of WisFIRs, and other duties.

LOCATION, GEOGRAPHIC RESPONSIBILITIES AND TRAVEL REQUIREMENTS: This position is located in the South Tax Law Zone with responsibilities statewide. Occasional travel within the state is required.

SCOPE AND AUTHORITY: This position works under the general supervision of the South Team Leader, Tax Law Section within the Bureau of Forestry Field Operations.

GOALS & ACTIVITIES:

- 50% A. Provide Program Administration for the Tax Law Programs**
- A1. Advise landowners, officials, local and county governments and foresters on tax law program requirements for entries, withdrawals, corrections and transfers of orders.
 - A2. Collect, review, and ensure accuracy, completeness, and compliance of documentation, such as maps, deeds, tax bills, and applications for entries, transfers, withdrawals, closed acreage changes, terminations, corrections, and other processes.
 - A3. Ensure that documentation to support decisions is archived for historical purposes.
 - A4. Maintain knowledge and proficiency on the Wisconsin forest tax laws based on statutes, administrative codes, handbooks, judicial and legal decisions, and Division policies.
 - A5. Receive, review, and document all cutting reports for team, including data entry.
 - A6. Engage regularly with Team Leader, Forest Law Administration Coordinator and Forest Tax Operations Specialist, providing updates on status of work assignments.
 - A7. Work collaboratively with and provide support for Forest Tax Compliance Specialist, Forest Tax Operations Specialist and Tax Forestry Specialists as needed.
 - A8. Provide Natural Heritage Inventory (NHI), Archeological/Historical/Cultural review and response.
- 20% B. Provide Technical Expertise and Administration of WisFIRS**
- B1. Provide assistance to external parties, including Certified Plan Writers, cooperating foresters and others on accessing and editing information in WisFIRs.
 - B2. Enter and update order information in WisFIRs in conjunction with Tax Law Forestry Specialists and Tax Law Administration Coordinator.

20% C. Communicate Information

- C1. Communicate with the public, landowners, participants, county and town officials, attorneys and others on the tax law programs through e-mail, telephone, letter, and personal contact.
- C2. Review and prepare maps and documentation for the Private Forest Lands Open to Public Recreation web mapping application identifying lands that open and closed to the public in tax law programs.

5% D. Provide Financial Services

- D1. Assist with preparation of reports on status and activities for tax law programs as needed to meet statutory requirements or fulfill requests for information.
- D2. Assist with development of annual control sheet and other needed reports based on all information submitted for lands applied for new entries, additions, and conversions to the Managed Forest Law.

5% E. Miscellaneous

- E1. Participate in job-related training and organizational meetings as assigned by supervisor.
- E2. Perform other job-related duties as assigned.
- E3. Participate in integrated Division and Department-wide activities as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Upon Appointment:

- 1. Knowledge and skill related to reading and understanding maps and real estate legal descriptions.
- 2. Knowledge and skill related to forestry tax laws.
- 1. Knowledge and skill in basic computer software, including word processing, spreadsheets, databases, and e-mail.
- 2. Ability to work collaboratively in a team setting.
- 3. Oral and written communication skills.
- 4. Interpersonal skills.
- 5. Customer service skills.
- 6. Knowledge and skill related to WisFIRS.

Full Performance:

- 7. Knowledge of DNR's statewide Forestry Program, including the principles of sustainable forestry and science-based natural resources management; the various Forestry sub-programs; and the associated policies, regulations, handbooks, and manual codes.
- 8. Knowledge of DNR forestry policies and programs, including the forest tax laws, and other relevant statutes, rules, handbooks, and policies.
- 9. Knowledge and skill related to reading and understanding deeds and other legal instruments of land ownership.
- 10. Knowledge and skill related to understanding, reviewing and correctly applying documents used in the tax law programs, including MFL plans.
- 11. Working knowledge of forestry interests within the state.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:

Physical requirements include talking in front of groups, sitting for long periods of time, lifting and carrying 5 to 30 lb. Environmental factors include working indoors in an office setting, working outdoors in a variety of weather conditions and independently traveling to offices around the state.

Equipment Used: Computers, micro film machine, smart phone, projectors, virtual meeting software, fax machine, calculator, copy machine, and telephone.

Telework Evaluation: This position is not available for telework.

PD Addendum of WI DNR Competencies

Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.